

Chapter 2: Take a Quick Tour of BCMA

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Take a Quick Tour of BCMA

Benefits of This Chapter

This chapter will acquaint you with the BCMA Main Screen — the VDL — and its many features. As you have already learned, you can access the menus, options (commands), and many other features of the VDL using a mouse, a stylus, or a keyboard.

The VDL: In a Nutshell

The VDL is truly the “command center” of BCMA. The information that you need to administer **active** Unit Dose and IV medications to your patients is directly accessible from this location. This includes all of the features and options that you will need to scan patient wristbands and medication bar codes, plus record, view, and print patient- and medication-specific information.

A Look at the VDL

The next page provides an Example of the VDL, or Main Screen in BCMA, and its many features and options. It shows the active window that displays the *first* time that you open BCMA.

Note: Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

Take a Quick Tour of BCMA

The VDL: In a Nutshell (cont.)

Starting at the top of the VDL, take a few minutes to get better acquainted with it. Then review the next section, which describes each feature and option.

Note: The Example provided below displays active medication orders for the Unit Dose Medication Tab. This is the default window that displays each time that you open BCMA.

Example: BCMA VDL (or Main Screen)

The screenshot shows the BCMA VDL (or Main Screen) with the following components labeled:

- Title Bar:** Bar Code Medication Administration
- Menu Bar:** File View Reports Due List Tools Help
- Patient Demographics Button:** MONTANA,UTAH\JOHNNY (MALE) SSN = 500-60-1000 DOB = 01/01/1949 (53) Height = 182cm, Weight = 84.09kg Location = BCMA 404-2
- Allergies/ADRs Bar:** ALLERGIES: strawberries ADRs: No ADRs on file
- Order on "Hold":** H
- Medication Order Display Area:** Table of medication orders with columns: Status, Ver, Hsm, Type, Active Medication, Dosage, Ro..., Admin Time, Last Action.
- Medication Tabs with "alert light":** Unit Dose, IVP/IVPB, IV
- Scanner Status Indicator:** Scanner Status: Not Ready
- Scanner Status:** Scan Medication Bar Code:
- Drug IEN Code or Unique Identifier:** POSPISIL,MARILYN
- ALBANY, NY**
- Server Time:** 03/16/2002 14:03
- Minimize Button**
- Maximize Button**
- Tool Bar**
- Column Headers**
- Scroll Bar**
- Status Bar**

Status	Ver	Hsm	Type	Active Medication	Dosage	Ro...	Admin Time	Last Action
	DD	C		ARTIFICIAL TEARS SOLN,OPH ARTIFICIAL TEARS /ML ONLY WHILE PATIENT IS AWAKE	2 DROPS, Q2H	OU	03/16@1100	03/11/2002@1001 REFUSED
	xxxx	C		NITROGLYCERIN PATCH NITROGLYCERIN PATCHES 10MG/24HR Apply patch at 9am and remove patch at 9pm daily.	10MG/24 HOURS, QD	TOP	03/16@0900	03/14/2002@1010 REMOVED
H	DD	O		LORAZEPAM INJ LORAZEPAM 2MG/ML 1ML TUBEX	1MG, NOW	IM		03/05/2002@0908 GIVEN
	DD	O		HALOPERIDOL TAB HALOPERIDOL 2MG TAB	2MG, NOW	PO		02/04/2002@1357 GIVEN
	DD	O		SODIUM BIPHOSPHATE/SODIUM PHOSPHATE ... FLEETS ENEMA 4.5 OZ	1 ENEMA, STAT	RTL		01/30/2002@1207 GIVEN
	DD	O		DIGOXIN TAB DIGOXIN 0.125MG TAB	0.125MG, STAT	PO		03/15/2002@1416 GIVEN
	xxxx	OC		FUROSEMIDE TAB FUROSEMIDE 20 MG 30 MINUTES PRIOR TO CISPLATIN	20MG, ON CALL	PO		03/13/2002@1907 GIVEN
	xxxx	P		ACETAMINOPHEN TAB ACETAMINOPHEN 325MG TAB	325-650 mg, Q6H PRN	PO		03/11/2002@1001 HFI D

Take A Quick Tour of BCMA

The VDL: In a Nutshell (cont.)



TIP:

Check out the “Reports” and “Administering ...” chapters to learn how the features listed here work in BCMA.

Features of the VDL

Review this section to discover the many features (and benefits) that the VDL has to offer.

- **Title Bar:** Lists the name of the software application.
- **Menu Bar:** Provides options (commands) for accessing features and options within the VDL.
- **Minimize Button:** Shrinks the VDL to half its normal size.
- **Maximize Button:** Expands the VDL to its maximum size.
- **Missing Dose Button:** Requests a Missing Dose replacement from the Pharmacy.
- **Allergies Button:** Describes food, drug, and “other” allergy and adverse drug reaction information about the patient, including whether the allergy or ADR was verified and observed. If this button is grayed out, no allergies or reactions were documented for the patient in the ART package.
- **CPRS Med Order Button:** Also called the “Hot Button,” provides a link to CPRS for electronically ordering, documenting, reviewing and signing verbal- and phone-type STAT and NOW (One-Time) medication orders that you have already administered to patients.
- **Tool Bar:** Provides access to frequently used options within the VDL. (You can also access many of these options within the Menu Bar or by using the Right Click drop-down menu.)
- **Patient Demographics Button:** Displays personal, admission, eligibility, and appointment information about the patient whose orders are displayed on the VDL. This information was electronically documented when the patient was admitted to your medical center.
- **Virtual Due List Parameters Area:** Reflects the “Administration Time Window” defined as a site parameter for your facility. This area of the VDL displays medications that need to be given within that Time Window. It corresponds to the Schedule Types selected on the VDL.
- **Schedule Types:** Determines the types of medication orders to display on the VDL for the Start and Stop Times selected. This information corresponds to the Medication Tab selected.
 - **Default in BCMA:** All Schedule Types are selected (checked) when you open a patient’s record.

Take a Quick Tour of BCMA

The VDL: In a Nutshell (cont.)



TIP:

Check out the “Reports” and “Administering ...” chapters to learn how the features listed here work in BCMA.

Features of the VDL (cont.)

- **Allergies/ADRs Bar:** Alphabetically displays all food, drug, and “other” allergies and adverse drug reactions, in **RED**, that were documented for the patient in the Allergy/Adverse Reaction Tracking (ART) package.
- **Column Headers:** Separates pertinent information about an active medication order. You can sort information alphabetically within each column by ascending or descending order.
 - **Order in Columns:** Numeric information displays before alphabetic information. “Blank” columns display at the top of the VDL.
- **Medication Order Display Area:** Displays active medication orders for the VDL Parameters (Start and Stop Times), Schedule Types, and Medication Tab selected.
 - **Hold Orders:** Includes orders placed on “Hold” (grayed out) by a Provider using CPRS, or by Pharmacy using the Inpatient Medications V. 5 0 package.
- **Scroll Bar:** Available (*not* grayed out) when the number of medications that need displayed is greater than the Medication Order Display Area.
- **Medication Tabs:** Separates the different types of active medication orders that need to be administered to a patient. They include Unit Dose, IV Push, IV Piggyback, and large-volume IV orders. Medications that need to be administered will correspond to one of these Tabs. The Tab under which an order displays depends on how it was entered.
 - **Alert Light:** Each Medication Tab provides an “alert light,” which turns **GREEN** *only* when the patient has active medication orders associated to them. When you click a “lit” Tab, BCMA displays the patient’s active medication orders on the VDL.
 - **Default in BCMA:** The Unit Dose Medication Tab is selected when you open a patient’s record.

Take a Quick Tour of BCMA

The VDL: In a Nutshell (cont.)



TIP:

Check out the “Reports” and “Administering ...” chapters to learn how the features listed here work in BCMA.

Features of the VDL (cont.)

- **Scanner Status Indicator:** Indicates the status of your scanner. If **RED**, click once in the Scan Medication Bar Code field to activate the (**green**) Ready Light.
- **Scan Medication Bar Code Field:** Displays the Drug IEN Code or Unique Identifier Number when the medication bar code is scanned or entered manually.
- **Status Bar:** Includes the name of the clinician(s) administering medications, plus the name of the hospital and facility (division), and the current server date and time.
 - **Student Nurse Information:** Includes the name of a student nurse if logged on using the PSB STUDENT security key.

Get Acquainted With the VDL

Accessing BCMA Features and Options



TIP:

Check out the “Introducing BCMA V. 2.0” chapter to learn other ways to use the mouse/stylus with BCMA.

BCMA provides several ways to access features and options within the VDL. They include those listed in this section.

Menu Bar

BCMA now includes five menus for accessing features and options (commands), plus a Help menu. They include: File, View, Reports, Due List, and Tools. You can access an option using shortcut keys, the Menu Bar, or the Right Click drop-down menu.

Note: The Tools menu is quite helpful for troubleshooting problems with BCMA.

Tool Bar

Three BCMA options, also available via the Menu Bar, are provided as buttons at the top of the VDL. These include Allergies, Medication Log Report, and Medication Administration History Report. You can also access the Missing Dose command using the Right Click drop-down menu.

- See the “Shortcut Keys” information on the next page to learn how to quickly access menu options on the VDL.

Mouse/Stylus

BCMA provides several ways to use the mouse and stylus with medication orders displayed on the VDL.

- **Click:** Use to select (highlight) a medication order on the VDL, choose options (commands) from the Menu Bar, and select Buttons and Medication Tabs on the VDL.
- **Double-click:** When you double-click on a medication order on the VDL, the Display Order dialog box displays, with details of the order from Inpatient Medications V. 5.0.
- **Right Click:** With an active medication order highlighted on the VDL, click the right mouse button once to display a drop-down menu for accessing several BCMA options (commands). These options are also accessible from the Menu Bar or via the Buttons on the Tool Bar.
- **SHIFT+CLICK:** Use to select and mark a range of medication orders, on the VDL, with the same administration status.
- **CTRL+CLICK:** Use to individually select and mark several medication orders, on the VDL, with the same administration status.

Get Acquainted With the VDL

Accessing BCMA Features and Options (cont.)

Keyboard

BCMA provides several ways to use the keyboard with medication orders displayed on the VDL.

- **Shortcut Keys:** Also called “Hot Keys,” these keys let you access a few Menu options with a keyboard, instead of a mouse. In some cases, you can access an option by pressing one key; in other cases, you must use a combination of keys. See the table provided below for shortcut keys available in BCMA.
 - You can also access options by pressing a letter on the keyboard that corresponds to the underlined “letter” in a menu name, directly with the **ALT** key. Once the corresponding drop-down menu displays, press a letter on the keyboard that corresponds to the underlined letter for the option name. For example, to close a patient record, press **ALT+F** [UNDERLINED LETTER OF THE MENU NAME] to display the File menu. Then, at the File menu, press **C** on the keyboard to access the Close Patient Record option.

Example: Shortcut Keys Available in BCMA

USE THIS SHORTCUT:	TO MAKE THIS OCCUR:
Ctrl+O	Access the Patient Lookup dialog box to open a Patient Record.
F1	Access context-sensitive, on-line help for a command highlighted in the Menu Bar or Right Click drop-down menu, or for a button, feature, or option that you have “focused” on the VDL.
F4	Display details of the highlighted medication order on the VDL, from Inpatient Medications V. 5.0.
F5	Load active medication orders onto the VDL, and refresh the information in the Status and Last Action columns.
F9	Display active medication orders under the Unit Dose Medication Tab.
F10	Display active medication orders under the IVP/IVPB Medication Tab.
F11	Display active medication orders under the IV Medication Tab.

Get Acquainted With the VDL

Understanding the Columns on the VDL



TIP:

This section describes the columns that display for the Unit Dose and IVP/IVPB Medication Tabs. It also includes the differences among these Tabs and the IV Medication Tab, plus Exceptions.

The Medication Order Display Area displays active medication orders for the Start/Stop Times, Schedule Types, and Medication Tab selected on the VDL. This “area” of the VDL is organized into columns, and described in this section.

- **Status:** Indicates the status of medications scanned for the Administration Time Window (Start/Stop Times) selected on the VDL. When a medication bar code is scanned or entered manually, it is considered “Given,” and marked as such (with the letter “G”) in this column. You can change this status using the Due List menu or the Right Click drop-down menu. BCMA then “refreshes” (updates) information in this column and the Last Action column.
 - **If Blank:** Indicates that no action was taken on the medication.
 - **Not Given Orders:** Appear only in the Audit Trail section of the Medication Log Report (*not* on the VDL).
 - **IV Medication Tab:** Lists the status of the order with a word instead of a letter like the Unit Dose and IVP/IVPB Medication Tabs.
- **Ver:** An abbreviation for “Verified,” displays the initials of the nurse who verified the order using the Inpatient Medications V. 5.0 package.
 - **Three Asterisks:** Indicates that the order has *not* been verified by a nurse.
- **HSM:** An abbreviation for “Hospital-supplied Self Medication,” indicates that the medication is supplied by your medical center’s Pharmacy, but administered by the patient.
 - **SM:** An abbreviation for “Self Medication,” indicates that the patient is providing *and* administering the medication.
 - **If Blank:** Indicates that your medical center’s Pharmacy is providing the medication, and that a nurse is administering the medication.
 - **IVP/IVPB Medication Tab:** Column is *not* available for this Tab.
 - **IV Medication Tab:** Column is *not* available for this Tab.

Get Acquainted With the VDL

Understanding the Columns on the VDL (cont.)

This section describes the columns within the Medication Order Display Area of the VDL.

- **Type:** Displays the Schedule Type of a medication order. They include “C” (Continuous), “P” (PRN), “OC” (On-Call), and “O” (One-Time).
 - **Fill-on-Request Orders:** These order types are grouped, based on whether their Schedule Type is Continuous or PRN. This depends on whether the schedule contains the characters “PRN.”
 - **IV Medication Tab:** These order types are listed as Admixture, Chemotherapy, Hyperal, Piggyback, and Syringe.
- **Active Medication:** Lists the orderable item on the first line, and the dispensed drug name or medication (indented) on the second line.
 - **Special Instructions in RED:** Display below the dispensed drug name or medication. Pharmacists enter Instructions as Quick Codes using the Inpatient Medications V. 5.0 package. These codes expand to full text on the VDL.
 - **Special Instructions in a Pop-up Box:** Display when you scan the medication bar code or enter the bar code number manually. You must acknowledge the message in the Pop-up Box before administering the medication.
 - **IVP/IVPB Medication Tab:** Column is *not* available for this Tab.
 - **IV Medication Tab:** Column is *not* available for this Tab.
- **Dosage:** Lists the dosage or medication ordered and schedule information for the dispensed drug or medication. The Pharmacy entered this information using the Inpatient Medications V. 5.0 package.
 - **IVP/IVPB Medication Tab:** This column is replaced by the Infusion Rate column.
 - **IV Medication Tab:** This column is replaced by the Infusion Rate column.
- **Route:** Also called “Med Route,” indicates in an abbreviated format, how a clinician will administer the dispensed drug or medication to the patient. For example: IV, IM, ID, SQ, and SC.

Get Acquainted With the VDL

Understanding the Columns on the VDL (cont.)

This section describes the columns within the Medication Order Display Area of the VDL.

- **Admin Time:** Indicates the Administration Date and Time ordered for the medication by the Pharmacy, using the Inpatient Medications V. 5.0 package.
 - **Orders That Display on VDL:** The administration time for an order must fall between the Start and Stop Time Parameters selected on the VDL, *before* the order will display on the VDL.
 - **Multiple Administration Times:** If an order has multiple administration times, each administration time appears as a separate line item on the VDL.
 - **IV Medication Tab:** Column is *not* available for this Tab since IVs do *not* have administration times associated to them.
- **Last Action:** Describes the last action taken on the orderable item (*not* the actual medication order) and the date/time of this action. This column will *not* display a date/time if the medication was *not* administered *before* to the patient. When BCMA “refreshes,” it updates medication order information, plus this column and the Status column.
 - **Multiple Line Items:** If multiple line items are displayed, the same last action time displays for each related item.
 - **Renewed Medications:** Medications renewed during the Start/Stop Time Parameters selected on the VDL, display the last action and time of the preceding order.
 - **IV Medication Tab:** Column is *not* available for this Tab.

Exceptions

Besides the Medication Order Display Area, the IV Medication Tab includes two other display areas: the IV Bag Chronology, and the IV Bag Detail. Each area is described below:

- **IV Bag Chronology:** Lists the action taken on each IV bag, whether the bag is available, the Unique Identifier Number, and the contents of each bag.
- **IV Bag Detail:** Provides a history of an IV bag, such as the date and time the medication was administered, the initials of the nurse who administered the medication, any actions taken on the medication, and any comments entered by a nurse.

Get Acquainted With the VDL

Sorting the Contents of a Column



TIP:

You can sort a column by clicking on a Column Header.



TIP:

"Blank" columns display at the top of the VDL.

BCMA displays medication information in columns on the VDL. You can sort the contents of each column alphabetically, by ascending or descending order. You *cannot* change the order of the actual columns within the VDL.

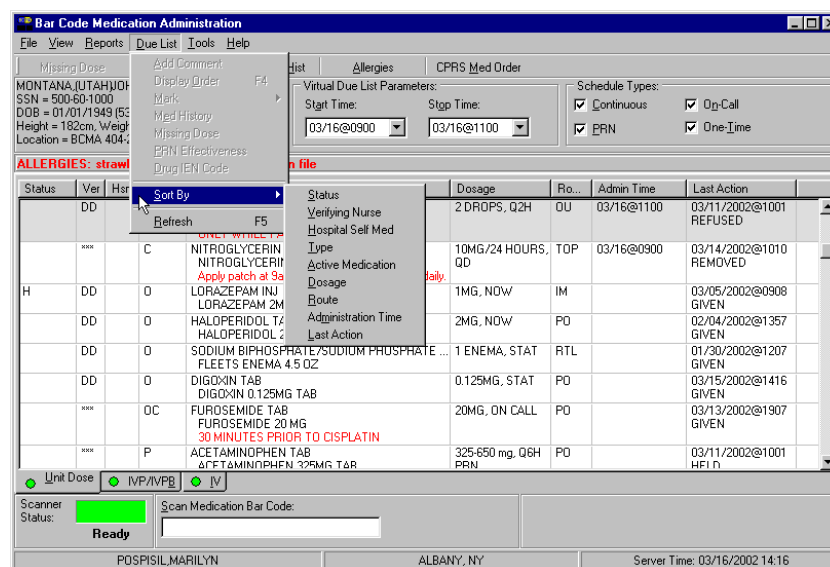
Note: Information in columns is actually sorted numerically, then alphabetically in the columns.

To Sort the Contents of a Column:

- 1 Select the Sort By command in the Due List menu. The Sort By drop-down menu displays.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **S** to display the Sort By drop-down menu.

Example: Sort By Drop-down Menu



- 2 Select the name of the column that you want to sort alphabetically on the VDL. The contents of the column changes accordingly.

Keyboard Only Users: Use the arrow keys to select (highlight) the desired column name, and then press **ENTER** to sort the column alphabetically.

Get Acquainted With the VDL

Resizing Columns on the VDL



IMPORTANT:

Once you resize a column, you *cannot* “undo” it, unless you use the steps provided in this section.

You can quickly — and easily — resize columns within the VDL. Here’s how.

To Resize Columns on the VDL:

- 1 Place the mouse pointer over the vertical border (line) of a Column Header. A crosshair displays.

Example: Crosshair Used to Resize a Column

Status	Ver	Hsm	Medication	Dosage	Ro.	Admin Time	Last Action
DD		C	ARTIFICIAL TEARS SOLN.OPH	2 DROPS, Q2H	OU	03/16@1100	03/11/2002@1001 REFUSED
			ONLY WHILE PATIENT IS AWAKE				
		C	NITROGLYCERIN PATCH	10MG/24 HOURS, QD	TOP	03/16@0900	03/14/2002@1010 REMOVED
			Apply patch at 9am and remove patch at 9pm daily.				
H	DD	D	LORAZEPAM INJ	1MG, NOW	IM		03/05/2002@0908 GIVEN
	DD	D	LORAZEPAM 2MG/ML 1ML TUBEX	1MG, NOW	PO		02/04/2002@1357 GIVEN
	DD	D	HALOPERIDOL 2MG TAB	2MG, NOW	PO		01/30/2002@1207 GIVEN
	DD	D	SODIUM BIPHOSPHATE/SODIUM PHOSPHATE ...	1 ENEMA, STAT	RTL		03/15/2002@1416 GIVEN
	DD	D	FLEETS ENEMA 4.5 OZ	0.125MG, STAT	PO		03/13/2002@1907 GIVEN
		OC	DIGOXIN TAB	20MG, ON CALL	PO		03/11/2002@1001 HFLD
			30 MINUTES PRIOR TO CISPLATIN				
		P	FUROSEMIDE TAB	325-650 mg, Q6H	PO		
			ACETAMINOPHEN TAB	325MG T&R	PRN		

- 2 Press and drag the crosshair to the right to increase the column width, or to the left to decrease the column width.

Note: There is a minimum size allowed for each column so you do *not* accidentally overlay one column onto another, and find yourself unable to access a column.

Get Acquainted With the VDL

Refreshing the VDL



TIP:

After a Med Pass, press **F5** to refresh the VDL with current medication order information, and to update the information in the Status and Last Action columns.

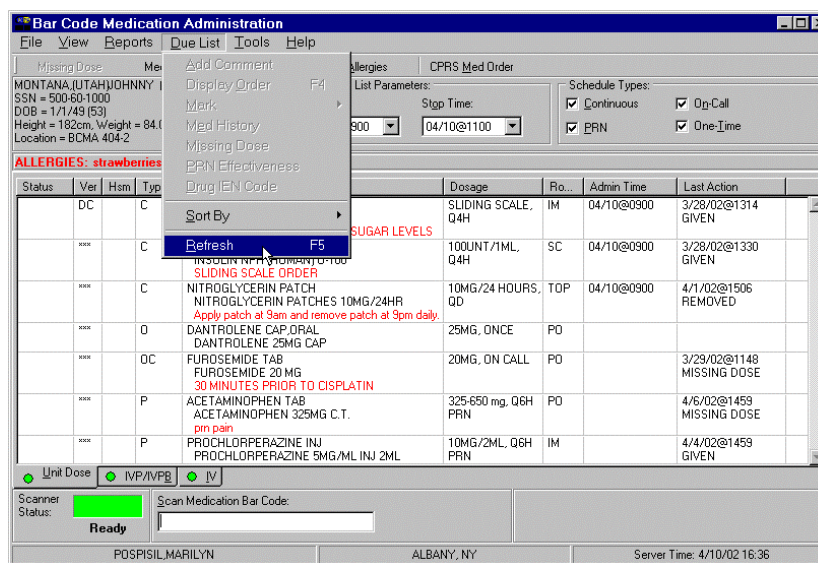
You can “refresh” the VDL to ensure that the medication order information displayed is the most current received from Inpatient Medications V. 5.0. When you use this feature, BCMA “loads” active medication orders onto the VDL, and refreshes the information in the Status and Last Action columns.

To Refresh the VDL:

- 1 Select the Refresh command in the Due List menu. The VDL refreshes so you are receiving the most current medication order information. It also updates the information in the Status and Last Action columns.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **R** to select the Refresh command. The VDL “refreshes” with current medication order information, and also updates the Status and Last Action columns.

Example: Command Used to Refresh the VDL



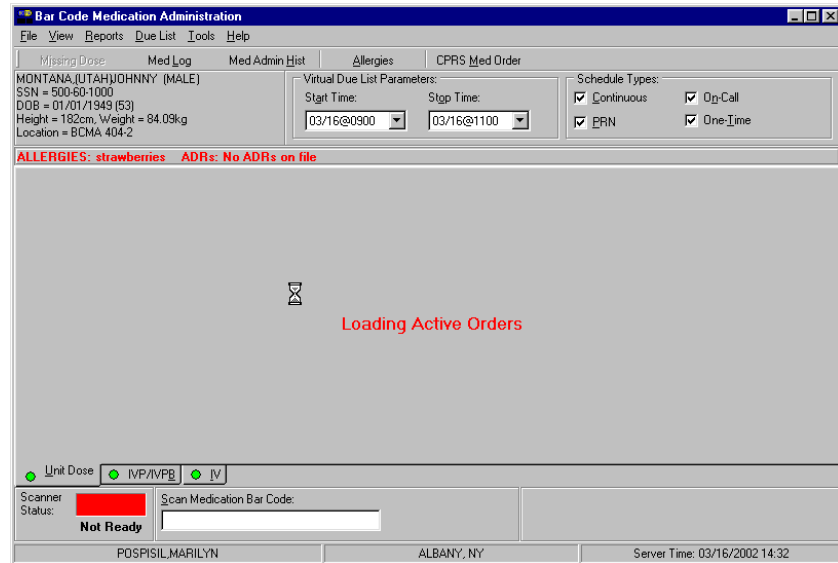
— THEN —
(SEE NEXT PAGE)

Get Acquainted With the VDL

Refreshing the VDL (cont.)

To Refresh the VDL: (cont.)

Example: Message When VDL Refreshing



- 2 Notice the message that displays when you refresh the VDL, and that the Status and Last Action columns are updated once this process is complete.